



# CONTRA COSTA COUNTY

## HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553  
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929  
[www.cccounty.us/depart/hr](http://www.cccounty.us/depart/hr)

*"Your Employer of Choice."*

*A great place to live...  
A great place to work...*

**FINAL FILING DATE: April 2, 2010**

**ORAL INTERVIEW: To Be Announced**

## EMERGENCY PLANNING COORDINATOR

**Monthly Salary: \$4,722 - \$5,740**

### THE POSITION

Contra Costa County's Health Services Department is offering an excellent career opportunity for individuals interested in an Emergency Planning Coordinator position. There is currently one (1) vacancy in the Health Emergency Response Unit.

The incumbent assigned to the Health Emergency Response Unit is responsible for assisting in planning, developing, organizing, and coordinating the bioterrorism and other health related emergency planning activities.

The incumbent will be responsible for developing and maintaining emergency preparedness response and recovery programs countywide, working closely with cities, special districts, local industry, business, non-profit organizations, and state and federal government agencies on issues related to emergency preparedness; developing and presenting briefings to elected officials and county and city executives; providing advice, specialized assistance, and coordination of training for county departments and cities on emergency preparedness training; developing and presenting emergency preparedness training to specialized teams and the general public; reviewing Federal financial assistance, including grant applications and recovery claims for county departments, cities, and special districts; representing the Health Emergency Response Unit before local, state, and federal agencies, and advisory and governing bodies to foster cooperation and sharing of resources before, during, and after disasters; and acting as the Health Emergency Response Unit community liaison providing emergency preparedness presentations for organizations and safety fairs.

The eligible list created as a result of this recruitment will remain in effect for six (6) months and also may be used to fill future vacancies in the Sheriff's Department.

### MINIMUM QUALIFICATIONS

**License Required:** Possession of a Valid California Vehicle Operator's License.

**Education:** Possession of a baccalaureate degree from an accredited college or university with a major in **disaster or emergency planning**, public, business, or health administration, public health, human services or a closely related field.

**Experience:** One (1) year of full time experience (or its equivalent) **performing emergency preparedness planning activities.**

**Substitution:** Additional-qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of four years.

**Other Requirements:** Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

### SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), or, a completed **Contra Costa County application and supplemental questionnaire** must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement. **To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.**
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate to select the best-qualified candidates for invitation to the oral interview.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, Ca. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**OPEN ONLY: 03/15/2010 MG/JT/RW**

**Exam Number: 9GSA-2010A**

## EMERGENCY PLANNING COORDINATOR

### AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

**EMERGENCY PLANNING COORDINATOR  
9GSA-2010A**

**Supplemental Questionnaire**

A completed supplemental questionnaire is required for candidates who meet the required Experience listed in the Minimum Qualifications for this classification. An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified.

The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications and to assist the Application Evaluation Committee in assessing each applicant's individual qualifications.

Please answer the questions below and attach to your County application. DO NOT answer any of the questions by indicating, "see attached resume." Be concise, limiting your response to the information that is relevant to each question. Your responses should be typed or neatly printed. Although you may submit a resume or additional information, such items may not be substituted for the information requested in this questionnaire.

All application supporting documents can be faxed to 925-335-1797 or attached in electronic format to candidate's application.

1. Please describe your experience in planning emergency preparedness activities that required collaboration with federal or state agencies, cities, special districts, local industry, business or non-profit organizations. Please include employer's name, employment dates and your job title.

2. Please give a detailed description of an emergency services program for which you have coordinated or created plans. Please include the type of hazard, operation details, and external agencies that you collaborated with to create this plan, etc. Also include the name of your employer, employment dates and your job title.

By signing below, you acknowledge that the information presented to answer the supplemental questionnaire is accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date